



NEW HAVEN PUBLIC SCHOOLS
DEPUTY SUPERINTENDENT OF SCHOOLS

Job Description

POSTED: May 22, 2018

CLOSING DATE: Until Filled

REPORTS TO: Superintendent of Schools

SUPERVISES: Assistant Superintendent for Instructional Leadership, Assistant Superintendent for Early Childhood Education, Office of Data Management, Student Support Services, Opportunity Programs and Athletics.

PRIMARY FUNCTION: The Deputy Superintendent of Schools under the direction of the Superintendent of Schools coordinates the work of the offices of Curriculum and Instructional Programs, Curriculum Instruction and Assessment, Early Childhood Education, Office of Data Management, Student Support Services, Alternative Programs and Athletics. In addition, the Deputy Superintendent is responsible for ensuring that the work of the Chief of Staff is aligned with the work of other offices and department in the school system.

The Deputy ensures that the six offices work collaboratively to implement strategic initiatives to eliminate the achievement gap and to improve the academic achievement for all students. The Deputy provides leadership to communicate system priorities, promote the integration of the work of these six offices, and ensure collaborative work processes in order to promote effective teamwork. The Deputy Superintendent is responsible for aligning the budgets for the six offices to effectively and efficiently utilize resources.

The Deputy Superintendent oversees and monitors the implementation of district wide cross-functional strategic projects and initiatives, provides support to project and program managers, and monitors these initiatives and programs to ensure they lead to high student achievement. The Deputy Superintendent fosters a work environment that is student-focused and results-oriented and places priority on student learning and performance. The Deputy Superintendent articulates the strategic initiatives and alignment of programs of the school system to various local and state officials. The Deputy Superintendent is a member of the Superintendent's Cabinet.

KNOWLEDGE, SKILLS, AND ABILITIES: Broad knowledge of curriculum development, program implementation, and assessment processes. Thorough knowledge of ESSA requirements as well as local and state laws, policies, and procedures. Thorough knowledge of how schools operate. Keeps current on national trends in the areas of instruction, curriculum, organizational development, special education, and educational leadership. Ability to build a well-integrated instructional team that exhibits excellent cross-functional communications and execution capabilities that support the strategic initiatives of the school system. Must be able to demonstrate success in managing change in a constructive manner and leading and facilitating collaboration among offices. Knowledge of effective instructional programs and methodologies and experience in evaluating such methods for effectiveness in meeting school improvement targets. Uses data-driven decision-making to determine effectiveness of programs and initiatives. Proven ability to execute programs effectively and produce results. Strong budgeting and financial management skills.

Significant skill in directing the work of others and resolving complex problems and expertise in educational

program design, development, and implementation in a diverse school system. Excellent conceptual, analytical, problem solving, organizational, and leadership skills. Exceptional oral and written communication skills and a proven track record of working collaboratively with various constituencies

EDUCATION, TRAINING, AND EXPERIENCE: A master's degree from an accredited college or university in educational administration, supervision, or curriculum development. Doctoral degree is preferred. School-based and central office administrative leadership experience. Eight (8) years of relevant work experience with increasingly more leadership responsibilities. Experience with educational accountability measures including federal, state and local assessments, curriculum development, and managing a variety of programs and initiatives. Knowledge of testing and program evaluation procedures. Experience in project management, including the ability to deploy resources and manage multiple projects. Experience in leading large-scale educational program development and reform.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Oversees, monitors, and facilitates the integration of the projects/initiatives of the Office of the Deputy Superintendent of Schools
- Identifies programs and project managers and ensures that all project timelines are met.
- Collaborates with all members of the Superintendent's Cabinet and Executive Leaders to ensure coordinated planning and consistent implementation of New Haven Public Schools' Strategic Plan, making certain that programs and priorities are focused on eliminating the achievement gap and improving student achievement.
- Works with the Superintendent of Schools, Superintendent's Cabinet and Executive Leadership Team to define problems, collect and monitor data, and make recommendations to address complex change.
- Works with all offices that report to the Superintendent of Schools to design and implement the best practice instructional systems that address the goals and priorities in the Strategic Plan.
- Assists in the development and continuous assessment of school system targets.
- Reviews, manages and monitors individual office budgets and expenditures to ensure that they are aligned with the strategic initiatives of the school system and that resources are directed appropriately.
- Oversees the comprehensive approach to Pre K-12 reform.
- Presents and updates the Superintendent; the Board of Education; Executive Staff; public groups; and local and state officials
- Advises and updates the Superintendent of Schools on the integrated work of the offices of Curriculum and Instructional Programs, Organizational Development, Special Education and Student Services, and School Performance.
- Monitors education research, trends, and developments to support school improvement efforts and program development.
- Serves as an active member of Superintendents' Cabinet and supports the overall performance delivery strategy of the district while ensuring that all curriculum and instructional leaders across the school system function as an integrated team.
- Performs related work as required by the Superintendent.
- Represents the Superintendent in her absence.
- Facilitates negotiations with collective bargaining unions.
- Collaborates with the Superintendent to supervise and evaluate Assistant Superintendents.

CERTIFICATION REQUIREMENTS:

Intermediate Administration or Supervision Certification (092) Required
Superintendent of Schools (093) Preferred

SALARY AND TERMS OF EMPLOYMENT: 12-Month work year. Non-Bargaining Grid.
Salary commensurate with experience and by individual employment contract.

SPECIAL REQUIREMENTS: (Frequent overtime or night work required, etc.) Frequent evening work required, including attendance at Board of Education meetings and events, school system meetings and events, and community activities as required

EVALUATION: Evaluated annually by the Superintendent of Schools

NOTE: The above description covers the principle duties and responsibilities of the job. The description shall not, however, be construed as a complete listing of all duties or as a contract. In all cases, these relationships, functions and their applications are subject to change by the Superintendent of Schools.

APPLICATION PROCEDURE:

To be considered, all internal and external applicants must fully complete a New Haven Public Schools' online application on AppliTrack.

All candidates must upload requested documents, including: cover letter, current resume, and three (3) letters of professional reference that were prepared within the last three years.

The screening process for highly qualified candidates is immediate and ongoing. Interested candidates are encouraged to apply as soon as possible.

To apply, please follow the link: <http://www.aplitrack.com/nhps/OnlineApp/default.aspx>

The New Haven Public Schools is an equal opportunity employer with a commitment to a diverse workforce. For more information on the New Haven Public Schools, please visit our website at www.nhps.net.